

Entering your Transport Pre Advices (TPAs) is so simple:

Transport details

The screenshot shows the 'Angaben zum Transport' form with the following fields:

- Beteiligte:** * Absender (Fraport Spedition (FCSSPED)), * Empfänger (red), Transporteur (red).
- Eigenschaften:** * Typ (Import), * ETA Rampe (14.02.2017 11:41), * Art (BULK), RAKC ID Transporteur.
- Fahrer:** Ihre Fahrer (dropdown), * Vorname (red), * Nachname (red), Telefon, Email.
- Fahrzeug:** Ihre Fahrzeuge (dropdown), * Kennzeichen (red), * Typ (TRUCK).

Figure 1: Input screen for the transport details

You can access the menu item **Pre Advice** in the navigation bar via the **Input** heading. If you click on this, the dialog window above will open and you will be able to enter what is referred to as a “TPA” quick input (Transport Pre Advice). Certain mandatory details are required for this. They are indicated with an * and are also highlighted in bright red if the field remains empty.

The transport details are split into 4 subsections *Involved parties*, *Characteristics*, *Drivers* and *Vehicles*.

Involved parties: the sender field is automatically pre-populated, the *recipient* is mandatory, the *Carrier* field is optional.

Characteristics:

Type: Select from the drop down menu (Import or Export)

ETA platform: Information on the planned arrival time of the truck to the platform

Type: Select freight type from the drop down menu (ULD or bulk)

RA/KC ID: This field is optional.

Please note that depending on the details entered in the lower section “Shipment details”, different fields are displayed.

With the assistance of the *capacity indicator* under the RSS heading in the navigation bar, you can plan your deliveries and collections in a more flexible way and you may, if appropriate, be able to reschedule at an early stage if the desired platforms are subject to high traffic at certain times of the day.

Drivers: The details of the *first name and last name* of the driver is mandatory, the telephone number and email addresses can be entered. If a mobile telephone number is given, the driver will receive an SMS with the most important details concerning the slot booking. This can be helpful, particularly if an update is available.

Vehicle: The registration number and type of the vehicle must be given.

Details of the shipment

The AWB number is mandatory, both in the case of the Bulk Cargo and the ULDs.

Further available details can be superimposed from the saved data provided they are known in FAIR@Link. Use the zoom function (🔍) next to the AWB field once you have successfully entered the AWB.

The details on the number of packing units, weight, destination airport and airline code are mandatory, and the airline code is automatically determined from the AWB prefix.

In the case of export registrations, entering the security status is also mandatory.

The fields *number of packing units DG*, *IATA Agent No.*, *RA/KC no.* and the *Special Handling Code* and the *Handling Instructions* should be indicated in order to allow the handling agents the best possible opportunity to plan. For the SHC and the HI, please click on the pen symbol (✎) and then select the relevant codes.

If it concerns ULDs, additional fields are displayed in which details on the *Prefix*, *SN*, *Airline Code*, the *Unit Quantity* and the *Weight* are to be entered.

The action column on the right-hand side of the screen gives you the opportunity to copy the lines (📄), to delete (🗑️) or to add a new line (+).



AWB	Anz. PckStck.	Anz. PckStck. DG	Gewicht (kg)	Flughafen		Airline Code	IATA Agent Code	Special Handling Codes	Handling Instructions	Security	Aktionen
				Start	Ziel						
<input type="text"/>	<input type="text"/>	<input type="text"/>	📄 🗑️ +								

Figure 2: Input screen for *Details on shipments* (Example: Export, Bulk)

Note: Many fields include tool tips with useful information and examples of inputs.

As soon as you have filled in all the mandatory fields, you can save your TPA, send it off immediately or return to the previous page.

Change of previously saved pre advices

You will obtain further details of your previously sent or saved TPA inputs in the overview table *Display pre advices*.

The pen icon is located in the *Actions* column (✎ = most important TPA data at a glance). Clicking on this symbol will take you through to the next menu in which the details of the TPA will be listed. Here, you have the option to enter and send changes.



AWB	Anz. PckStck.	Anz. PckStck. DG	Gewicht (kg)	Startflughafen	Zielflughafen	Airline Code	IATA Agent Code	RA/KC ID	Special Handling Codes	Handling Instructions	Security	Aktionen
001-08512560	2		5.0	DFW	FRA	AA					Nicht erforderlich im Import	✎ 📄 🗑️ +

Figure 3: Pop-up to change previously saved pre advices

Note: The extended TPA input can also be found under the pre advice menu.

Summary

Work step	Required data	Optional data
Transport details	Sender (automatically populated)	Carrier
	Recipient	RA/KC ID
	Import / Export	Telephone, email address of the driver
	ETA platform	Driver ID
	Freight type	
	Driver name	
	Vehicle type	
	Truck registration number	
Details of the shipment	AWB no.	Number Packing units DG
	Number of packing units	Special Handling Codes
	Weight	Handling Instructions
	Departure location	Security Status (for Imports)
	Destination	
	Airline Code	
	Security Status (for exports)	
	Prefix (for ULDs)	
	SN (for ULDs)	
	Airline Code (for ULDs)	

Do you have any more questions concerning utilisation? If so, write to us on

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